



# Processing Web Travel Reimbursements

In cooperation with University Accounting, Administrative Computer Services, Enterprise Information Systems, and the Purchasing Department, Resource Management and Information Systems is proud to offer the NC State University Web Application for Travel Reimbursements.

You can also find these instructions on the web at the following URL:

<http://www.fis.ncsu.edu/controller/processingtravel.htm>

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## General Instructions

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1. The Travel Web Application should be used to enter expenses incurred while in travel status. This application replaces the Travel Reimbursement Request (form AP005) and Travel Reimbursement EZ (form AP006).
2. Official University Travel should be authorized and approved prior to traveling. The University Travel policies and procedures can be found at web address [http://www.fis.ncsu.edu/procman-j/j\\_index.htm](http://www.fis.ncsu.edu/procman-j/j_index.htm)
3. The user entering the travel reimbursement data must have a Financials Operator ID. No specific security level is required.
4. The traveler should accumulate trip information and receipts prior to entering data. The Travel Web application will time out after 30 minutes; however, the Calculate button will restart the 30 minutes. If the user times out, the data must be re-entered.
5. The Travel Reimbursement Request (form AP005) and Travel Reimbursement EZ Request (AP006) are no longer required by AP if the campus department enters the reimbursement on the web. The campus department will be required to print each page of data entered on the web. Once the travel reimbursement has been entered and submitted, the user cannot inquire or make corrections on the travel document through the web. Any corrections must be made in Financials the following day.



6. The Travel Web application will assign a unique travel document number to each reimbursement entered. This will be your Financials invoice number.
  - Travel EZ Reimbursement – TE1 followed by a 6 digit number
  - Travel Reimbursement – TR1 followed by a 6 digit number
  - Mileage Only Reimbursement Request – TM1 followed by a 6 digit number
7. Important Tips:
  - Trips with In-State and Out-of-State travel must be processed on two separate travel reimbursement requests.
  - Mileage is reimbursed at the current rate (.31 cents per mile).
  - Meals are calculated at the per diem rate and based on beginning/ending dates of travel and start/return time.
  - If meals are to be reimbursed above the per diem rate, the amount exceeding the per diem rate should be entered in the EXCESS MEALS field.
  - Receipts are required for reimbursement above the per diem rate.

## Travel Reimbursement System – Sign on

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- Enter your Financials Operator ID
- Enter the Traveler's SSN.
- Enter the SpeedType code
- Enter the Contact Name and Phone Number
- Click Submit
- If the traveler's SSN does not exist in the Financials vendor database file, the traveler must be added.
  - Enter the Traveler's SSN
  - Enter the Traveler's Name (First Middle Last)
  - Enter the Traveler's Permanent Address including City, State and Postal
  - Enter the Description of Address – Home Address
  - Enter the Traveler's Phone Number
  - Enter the Traveler's Fax Number
- Click Submit

*The Travel Web Application will update the vendor data record in Financials overnight. The travel reimbursement request can only be entered the next day.*

## Travel Reimbursement System – Menu

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Select the type of document:      **Travel EZ Reimbursement Request**  
   **Travel Reimbursement Request**  
   **Mileage Only Reimbursement Request**

### 1. Travel EZ Reimbursement Request

- Enter the Destination – City
- Select the State code
- Select the Country code
- Enter the Beginning Date of Travel
- Enter the Beginning Time
- Enter the Ending Date of Travel
- Enter the Ending Time



- Enter the Total Miles (enter whole number only)
- Enter the Air Fare (not previously paid – receipts required)
- Enter Excess Meal (enter amount in excess of the per diem rate - receipt required)
- Enter the Conference Registration Fee (not previously paid - receipt required)
- Enter the meals included in the Conference Registration Fee
- Enter the Workshop Registration Fee (not previously paid - receipt required)
- Enter the meals included in the Workshop Registration Fee
- Select the Lodging Rate
- Enter the Total Lodging Amount (commercial receipt required)
- Enter the Other Transportation Receipts (Description Type and Amount - receipt required)
- Enter the Other Expenses (Description Type and Amount - receipt required)
- Select receipt Yes or No
- Verify data entered
- Click Calculate
- Verify calculated amounts
- If you need to correct any data entered or add new data, click the Back button (web browser). Enter the corrections or additions and click Calculate again.
- Click the Check Box to indicate that Air Fare nor Registration has been previously paid.
- Click File/Print to print the detail entered and the Calculated Results screens
- The web assigned document number can be found above the project/account/amount fields on the Calculated Results screen. Please note this number for future reference of document.
- Click Submit

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[Click to Enter another reimbursement request or terminate](#)

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## **2. Travel Reimbursement Request**

- Enter the Beginning Date of Travel
- Enter the Beginning Time
- Enter the Ending Date of Travel
- Enter the Ending Time
- Select Travel as in-state, out-of-state, or out-of-country
- Click Submit
- Enter the Total Miles traveled (enter whole number only)
- Enter the Air Fare (not previously paid – receipt required)
- Enter Excess Meal (enter amount in excess of the per diem rate - receipt required)
- Enter the Conference Registration Fee (not previously paid - receipt required)
- Enter the Workshop Registration Fee (not previously paid - receipt required)
- Select the Lodging Rate
- Enter the Total Lodging Amount (commercial receipt required)
- Enter the Ending Date of travel (if you have a break in travel status, additional lines can be used)
- Enter the Destination – City
- Select the State code
- Select the Country code
- Enter the number of meals to be excluded Breakfast, Lunch and/or Dinner (meals included in registration/personal days should be excluded from the meal allowance).
- Enter the Other Transportation Receipts (Description, Type and Amount - receipt required)
- Enter the Other Expenses (Description Type and Amount - receipt required)
- Select receipt Yes or No
- Verify data entered
- Click Calculate
- Verify the Calculated Results
- If you need to correct any data entered or add new data, click the Back button (web browser).



- Enter the corrections or additions and click Calculate again.
- From the Calculated Results screen, if the user needs to add additional PROJECTS (FAS account), the ACCOUNT (FAS object code) can be split. Limit 3 PROJECTS per ACCOUNT.
  - Click on the ACCOUNT
  - Enter the PROJECT and enter the amount
  - The total of the projects/amounts entered must equal the calculated total.
  - Click the Continue button to return to the Calculated Results screen
- Click the Check Box to indicate that Air Fare nor Registration has been previously paid.
- Click File/Print to print the detail entered and the Calculated Results screens
- The web assigned document number can be found above the project/account/amount fields on the Calculated Results screen. Please note this number for future reference of document.
- Click Submit

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[Click to enter another reimbursement request or terminate](#)

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### **3. Mileage Only Reimbursement Request**

- Enter the travel type (default to in state)
- Click Submit
- Enter the County/Department
- Enter the Travel Date
- Enter the Description of Travel (destination)
- Enter the State (default to NC)
- Enter the Mileage
- Repeat Travel Date, Description of Travel, State, Mileage as needed
- If Other Transportation expenses are not recorded, Click Calculate
- Click Other Transportation to enter other ground related expenses
- Enter Description
- Enter Amount (receipt required)
- Click Calculate
- Verify the Calculated Results
- If you need to correct any data entered or add new data, click the Back button (web browser). Enter the corrections or additions and click Calculate again.
- From the Calculated Results screen, if the user needs to add additional PROJECTS (FAS account), the ACCOUNT (FAS object code) can be split. Limit 3 PROJECTS per ACCOUNT.
  - Click on the ACCOUNT
  - Enter the PROJECT and enter the amount
  - The total of the projects/amounts entered must equal the calculated total.
  - Click the Continue button to return to the Calculated Results screen
- Click File/Print to print the detail entered and the Calculated Results screens
- The web assigned document number can be found above the project/account/amount fields on the Calculated Results screen. Please note this number for future reference of document.
- Click Submit for Payment

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[Click to enter another reimbursement request or terminate](#)

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## **Travel Reimbursement - Tracking**

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Once the travel reimbursement has been entered and submitted on the web, use Financials to determine the status of the travel document.

- Go/Administer Procurement/Enter voucher information
- Inquire/Voucher
- Click in the Invoice Number field and enter the Travel Document Number assigned by the web.
- Click ok

The travel document (voucher) will appear in the worklist of the Originator's Approver on the following day. The College Approver must approve the voucher at the college level. Accounts Payable can not approve the voucher for payment until the college has approved.

## **Travel Reimbursement - Send to Accounts Payable**

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1. The traveler must sign as the claimant on the Calculated Results screen.
2. The traveler's supervisor should sign as the approver on the Calculated Results screen.  
Exception:  
If the traveler's supervisor approves the document in Financials, no approval signature is required on the Calculated Results screen.
3. Verify college approval in Financials before sending to Accounts Payable.
4. Attach receipts to an 8 ½ x 11 piece of paper.
5. Indicate the travel document number assigned by the web on each page.
6. Attach receipts to the Detail and Calculated Results screens.
7. Submit to Accounts Payable, Campus Box 7204
8. Please do not enter Travel Reimbursements with Advances in the Travel Web Application.

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**The completed Travel Reimbursement Request (form AP005) should be submitted to:  
Accounts Payable, Campus Box 7204.**

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